

C-O-N-F-I-D-E-N-T-I-A-L

15 October 1959

TO : *ARO is on attached sheet*

FROM : Chief, Records Management Staff

SUBJECT: Unused Safes Survey for 1959

1. Following the suggestion of several Records Officers, we have again examined some 3,000 Security Check Sheets for evidence of poor safe utilization. We found 88 safes that should be examined further.
2. I am sending the Check Sheets for these 88 safes to the Records Officers concerned, for whatever inquiry or corrective action they consider appropriate. Thirty-six safes apparently were not opened for over 30 days and 34 others were opened only once or twice a month. We found 18 other safes that either were not opened or else, contrary to Security Regulations, were not initialed when opened or closed.
3. This year's findings reflect an improvement over the 100 safes questioned last year. Of those questioned last year, 8 safes valued at about \$4,000 were quickly moved out as no longer needed. The use of many others was also studied.
4. Since each survey covered only about one-third of the Agency's safes, some of your Office safes may have been missed. Perhaps you could make a quick review of the dates shown on the Check Sheets attached to filing cabinets in your area. Your efforts will be repaid quickly because the review will spotlight unneeded filing equipment that could be eliminated to gain needed office space.
5. We hope our surveys help you. Please let me know the action you take and the results you attain (a phone call or note will do). If you have any suggestions on the matter, or need some assistance, please call.



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| <u>OFFICE</u>                      | <u>Number of<br/>Check Sheets<br/>Sent</u>                                       | <u>Reply</u>   |
|------------------------------------|--|--|
| Security                           | 6  |  |
| Comptroller                        | 3  |  |
| Personnel                          | 3  | ✓  |
| Logistics                          | 1  | ✓  |
| Communications                     | 1  | ✓  |
| Medical                            | 0  | ✓  |
| General Counsel<br>(Total DD/S-14) | 0  | ✓  |
| ORR                                | 20   | ✓  |
| OO                                 | 6  | ✓  |
| OCR                                | 5 (plus 15 in <span style="border: 1px solid black; padding: 0 20px;"> </span> ) | ✓  |
| O/DDI                              | 2  | 2 in Library not counted in report)<br><i>not sent</i> |
| ONE                                | 2  | ✓  |
| PIC<br>(Total DD/I-35)             | 0  | ✓  |
| DD/P-RMO                           | 39   | ✓  |
| PP/Staff                           | .  |  |

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